

**CRIMINAL JUSTICE INITIATIVE COGNITIVE BEHAVIORAL SUBSTANCE ABUSE TREATMENT  
RURAL PILOT PROJECT  
RFP #2260**

**QUESTIONS AND ANSWERS**

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**1. Can the CBISA curriculum be delivered on an individual basis?**

Yes, per the University of Cincinnati, the CBISA curriculum can be delivered on an individual basis.

**2. If an individual does not have technology available, can hardware be purchased through the grant and “loaned” to the participant if they pay a deposit and sign an agreement to return the equipment in working order when they are finished?**

At this time, the payment structure is yet to be developed. If the proposal utilizes the use of technology, it should contain language regarding access to technology for those clients who do not have access. This could include a type of loan agreement between the agency and the client.

**3. It is recommended that the CBISA curriculum be provided to individuals 2 times per week for 1.5 hours per session. Will this be required for the rural pilot project or will flexibility be allowed?**

In a group setting, CBISA can be offered 2-3 times per week. If the curriculum is offered on an individual basis, the length of session may vary. The sessions would follow the 2-3 times per week maximum in order to allow for a day in between sessions.

**4. Can the multimedia version of the Addiction Severity Index (ASI) be used as an initial assessment?**

Proposals should address the assessment tools and process which could include the Addiction Severity Index (ASI).

**5. How will referrals come to the program? Will this be through the Program Specialist or directly from a Parole Officer?**

Referrals will continue to follow the same process as is currently being used for CJ clients. The referrals will be processed through a DSS CJ Program Specialist.

6. **We are not able to find attachment #1 in the RFP 2260. We are thinking it is page 16 of the RFP. Can you please clarify this, thank you. In addition, is the RFP available as a Word document?**

Attachment #1 is page 16 of the RFP and is labeled as the “State of South Dakota Rural Pilot Program Request for Proposal Funding Request.” This document can be made available as a Word document upon email request to the Point of Contact, Mark Close.

7. **Would it be beneficial to include an evaluation or research component to our proposal and request for funding?**

This is not a required element. It will be up to the offerors discretion whether to include this element in the RFP response.

8. **Are there plans to evaluate the rural telehealth model?**

Evaluation and outcomes will be included in the initiative but it is not a required element that must be described in the RFP response.

9. **The RFP specifies that the project will use the *Cognitive Behavioral Interventions for Substance Abusers (CBISA)*. Will DSS provide CBISA training for the offerors staff who are not already trained?**

Yes. Training will be provided.

10. **Will priority be given to offerors who have the capacity to provide services in any or all of the three targeted judicial circuits (1<sup>st</sup>, 5<sup>th</sup>, and 6<sup>th</sup>)?**

As stated in the Section 1.1 of the RFP, “The Department intends to fund service development and service provision in two rural areas with priority for the rural programs to serve rural towns within the 1<sup>st</sup>, 5<sup>th</sup>, or 6<sup>th</sup> judicial circuits.”

11. **Regarding the planning phase referred to in paragraph 4, is the planning phase expected to occur during the June 16-July 1 time period between the award date and beginning contract date? Or does the planning phase begin July 1 at the beginning of the contract? How long does DSS anticipate that the planning phase will last? Is there a target date for beginning to provide services to rural clients?**

Timelines will be developed collaboratively between the awardee and the Department of Social Services, Division of Behavioral Health.

- 12. CBISA is designed to be delivered in a group setting. How does DSS intend for the offeror to provide CBISA one-to-one, as mentioned in item 3.3? How far does DSS intend the offeror to deviate from the CBISA model in order to provide one-to-one services?**

Per the University of Cincinnati, the CBISA curriculum can be delivered on an individual basis. No deviation will be made from the CBISA curriculum when offered on an individual basis.

- 13. Will local probation/parole offices allow clients to come to their nearest probation/parole office to access videoconferencing technology (laptop with internet connection)? If the probation/parole offices do not have this equipment, can the offeror purchase the equipment through this contract and locate the equipment at the probation/parole offices? Will this project be allowed to use the probation/parole office's internet connections? Would there be a charge to the offeror for internet access at the probation/parole offices?**

All of these elements and the working relationships with the Parole and Probation offices should be described in the RFP response. The response should contain a description of how services should be delivered.

- 14. Of the 100 individuals mentioned in paragraph 1, how many are expected to live in the 1<sup>st</sup> Circuit? How many in the 5<sup>th</sup> Circuit? How many in the 6<sup>th</sup> Circuit?**

It is unknown. These numbers were based on information provided by the court system.

- 15. Has DSS established any specific project outcomes, targets, or measures? What kind of outcomes reporting will DSS require from the offeror?**

This area is in development.

- 16. Section 4.7 says the offeror may be asked to submit audited financial statements. Does that mean we are not required to submit an audit with the proposal, contrary to previous DSS RFPs?**

That is correct.

- 17. Section 4.8 seems to imply that an offeror who currently holds a contract with DSS Division of Behavioral Health does not need to provide information on 3 previous/current contracts. Is this the case?**

That is correct.

- 18. Section 5.2.3.1 requires a narrative not exceeding 15 pages of the work to be performed, offerors ability and approach, and resources needed to fulfill the requirements. The following Sections 5.2.3.2 and 5.2.3.3 list additional narrative requirements. Does DSS intend that all of the offerors narrative responses to all of these sections be held to 15 pages, or does the 15-page limit refer only to the specific items in Section 5.2.3.1? If so, does that mean there are no page limits to the offerors response to Sections 5.2.3.2 and 5.2.3.3? Are there page limits for the information provided by the offeror in response to the evaluation criteria listed in Section 6.0?**

Section 5.2.3.1 requires a narrative not to exceed 15 pages. Sections 5.2.3.2, 5.2.3.3, and 6.0 do not have specific limitations. The expectation is the response is concise and describes those elements.

- 19. The offeror is required to complete Attachment 1 with additional budget details, but no template for Attachment 1 was included in the RFP or on the DSS website. Will DSS email this attachment to offerors, or will it be posted on the DSS RFP webpage? When will this form be available to offerors?**

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- 20. We are a prevention agency accredited with the state. We are always looking for ways to expand to serve the community in unmet needs. Are you looking for agencies with a treatment designation also? The RFP says both and I am not sure if that means "both" or "either."**

**Since we have prevention accreditation, would we need to add the treatment side? Or does that depend on the proposal and what is included?**

It is our expectation that offerors will be accredited for the level of service they are proposing to provide. So yes, that part will depend on your proposal. If the offeror is not accredited for the level of service they are proposing, the proposal must include a projected timeline regarding how the program would become accredited as indicated in Section 4.4 of the RFP.

**21. Qualified and licensed staff is and will always be an issue in our area, so I am wondering what those requirements will be?**

With regards to staff qualifications and licensing, this again will depend on your proposal. It is our expectation that services will be provided by qualified individuals. For example, currently the Criminal Justice Initiative providers that provide CBISA must use certified or licensed chemical dependency counselors. The level of staff qualifications and licensing will depend on your proposal.